

# 24 SAR Inquiry

## **Introduction to SAR Inquiry**

Users may search for a SAR in CMS Net Web three different ways: by SAR number, by Provider, and by Client. This chapter will describe how to locate a SAR by each of these methods.

## **Objectives**

At the completion of this section, you will be able to:

- Find a SAR by Client
- Find a SAR by Provider
- Find a SAR by SAR Number

## 24.1 How to Search for SAR by Client

1. Access SAR by clicking the “Authorization” link on the CMS Net Menu Bar.
2. On the Search-Service Authorization page, click the “By Client” option.
3. Enter information to search for the client.
4. Click the “Search” button.

2.

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Search - Service Authorization

☒ BY CLIENT

CCS Number  Client Name  3.

Date of Birth    Gender  Legal County

Client Index Number

SSN

☐ BY PROVIDER

☐ Hospital / Medical Provider ☐ Special Care Centers ☐ Dental Provider

Provider Name   Provider ID

Service Begin Date    Service End Date

SAR Status

☐ BY SAR NUMBER

SAR Number

### Notes

**For CCS Number,** CMS Net Web will return “exact matches” for the entry. This text field will accept 7 characters:

- The first character may be a number or a letter (e.g. “T”).
- The rest of the characters must be numbers.

**For CIN,** enter at least 9 characters:

- The first eight characters must be numbers.
- The ninth character must be a letter (e.g. “A”).
- If the last “check digit” is entered, use the space bar before entering the last number.

5. Click the “Select” radio button for the appropriate client.
6. Click the “View SAR” button.

## Notes

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#### Search Results - List of Clients

Select	CCS Number	Client Name	DOB	Gender	CIII	County	Reg	Med	F/R	Pgrm End Date	CCS Elig
<input type="radio"/>	3291042	CHAVEZ II, MARK J.	08/22/1991	Male	94324333A7	16	CLO				
<input checked="" type="radio"/>	3331366	CHAVEZ III, FRANCISCO CARLOS	02/04/1984	Male	97461633C5	16	ACT	E	E	12/18/2004	9N CCS- MAC ONLY
<input type="radio"/>	3277236	CHAVEZ, ANGELA	01/20/1980	Female		16	CLO				
<input type="radio"/>	2389067	CHAVEZ, BEATRIZ	10/17/1989	Female	93808991A1	16	ACT	E	E	10/18/2004	9K CCS
<input type="radio"/>	T106634	CHAVEZ, DOMINIC R	05/18/2001	Male	98434057D4	16	NOT	E	P		
<input type="radio"/>	T204098	CHAVEZ, ELEENNA R	03/04/1992	Female	90983899D5	16	NOT				
<input type="radio"/>	T12610	CHAVEZ, HAILEY A.	11/28/1994	Female		16	NOT				
<input type="radio"/>	3288021	CHAVEZ, JOSE ANGEL	04/02/1999	Male	98262673D7	16	CLO				
<input type="radio"/>	T71675	CHAVEZ, MICHAEL V	01/19/1983	Male		16	PEN				
<input type="radio"/>	3271110	CHAVEZ, MORGHAN	02/12/1993	Female		16	CLO				

Found 1-10 out of 10 Matching Records

7. Enter SAR Search Criteria on the Search Results – Search Client SAR page.

*You may continue searching for the SAR by Provider:*

- Click the “By Provider” radio button.
- Click one of the 3 provider/SCC radio buttons:

*Enter the Provider’s Name or Provider’s Number.*

- *Enter the Provider’s Name. If the provider is an individual, CMS Net Web will return names in the following format: [Last Name, First Name]. The name search will also match hospitals and SCCs OR*
- *Enter the Provider’s Number (Medi-Cal #, Denti-Cal #, or SCC ID)*
- Click the “Find” button.
- Select the Provider by clicking on the link (blue underlined name).
- You may select the Provider Type

*You may continue searching for the SAR by SAR Number. Provide SAR search criteria.*

8. Click the “Search” button.

**Notes**

Authorization | Provider | Formulary | Procedure Code | Administration | Reports

**Search Results - Search Client SAR**

**CLIENT INFORMATION**

<b>Client Name:</b>	NATHANIEL SMITH	<b>F/R Elig:</b>	ELIGIBLE	<b>Reg Status:</b>	ACTIVE
<b>CCS Number:</b>	3305032	<b>Med Elig Status:</b>	ELIGIBLE	<b>Application Status:</b>	SIGNED APP
<b>DOB:</b>	11/12/1997	<b>Diagnostic Only:</b>	NO	<b>PSA Status:</b>	SIGNED
<b>CIN:</b>	97641843D8	<b>CCS Elig Status:</b>	9K CCS	<b>Program Begin Date:</b>	01/01/2004
<b>Gender:</b>	MALE	<b>County:</b>	Placer	<b>Program End Date:</b>	12/31/2004

☐ **BY PROVIDER**

☐ Hospital / Medical Provider   ☐ Special Care Centers   ☐ Dental Provider

Provider Name:  **find >**      Provider Number:  **find >**

Provider Type:

☒ **BY SAR NUMBER**

SAR Number:

Service Begin Date: Mon Day Year

SAR Status:

Service End Date: Mon Day Year

**Search** **Clear**

**Valid SAR Status:**

**All**  
 Approved-N  
 Approved-Y  
 Authorized  
 Cancelled  
 Denied  
 Extended  
 Pending  
 Request-Approval

Note: If **All** is selected, all SAR for the client will be displayed in alpha order by Provider Name.

There is a 250 record limit, you may be required to add additional search criteria.

9. Click on the link (blue underlined SAR Number) of your selection.
10. If additional matches are supplied, view them on the next page by:  
Clicking the “Next Records” link or clicking the “Prev Records” link.’

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**Search Results - List of SARs for KAISER FOUNDATION HOSP**

SAR Number	Provider Name	Provider Type	SAR Status	Service Begin Date	Service End Date
<a href="#">97000002450</a>	KAISER FOUNDATION HOSP	HSP30686F	Pending	05/01/2004	11/20/2004
<a href="#">97000002460</a>	KAISER FOUNDATION HOSP	HSP30686F	Pending	05/01/2004	11/20/2004
<a href="#">97000002470</a>	KAISER FOUNDATION HOSP	HSP30686F	Pending	05/01/2004	11/20/2004
<a href="#">97000002003</a>	WOODRUFF, DAVID K	AU0011114	Pending	03/01/2003	04/05/2003

1-4 out of 4 Matching Records

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### 11. View SAR Details

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**FRANCISCO CARLOS CHAVEZ III, 3331366** Pending, SAR ID 97000002470

[Authorize](#) [Deny](#) [Cancel](#) [Modify](#) [Extend](#) [Delete](#) [Print](#)

#### CLIENT INFORMATION

<b>Client Name:</b> FRANCISCO CARLOS CHAVEZ III	<b>F/R Elig:</b> ELIGIBLE	<b>Reg Status:</b> ACTIVE
<b>CCS Number:</b> 3331366	<b>Med Elig Status:</b> ELIGIBLE	<b>Application Status:</b> SIGNED APP
<b>DOB:</b> 02/04/1984	<b>Diagnostic Only:</b> No	<b>PSA Status:</b> SIGNED
<b>CIH:</b> 97461633C5	<b>CCS Elig Status:</b> 9N CCS-M/C ONLY	<b>Program Begin Date:</b> 12/18/2002
<b>Gender:</b> Male	<b>County:</b> Kings	<b>Program End Date:</b> 12/18/2004

#### PROVIDER INFORMATION

<b>Provider Name:</b> KAISER FOUNDATION HOSP	<b>Provider Number:</b> HSP30686F
<b>Address:</b> 10800 MAGNOLIA AVE, RIVERSIDE, CA, 92505-3000	<b>County:</b> Riverside

#### SAR INFORMATION

<b>SAR Number:</b> 97000002470	<b>Request Date:</b> 04/19/2004
<b>Service Begin Date:</b> 05/01/2004	<b>Service End Date:</b> 11/20/2004
<b>No Of Days:</b> 20	<b>State Funded:</b> No
<b>EPSDT-SS:</b> No	<b>CCS-SS:</b> No
<b>Category:</b>	<b>State Approved</b>

Field descriptions are provided in CMS Net Web Online Help.

## 24.2 How to Search for SAR by Provider

### Notes

1. Access SAR by clicking the “Authorization” link on the CMS Net Menu Bar.
2. On the Search-Service Authorization page, click the “By Provider” option.
3. Specify the provider type by clicking one of the 3 radio buttons.
4. Enter either Provider Name or Provider Number information:
  - *To Specify Provider Name:*
    - Enter the Provider’s Name. If the provider is an individual, CMS Net Web will search for names: [Last Name, First Name]. The name search will also match hospitals and SCCs.
    - Click the “Find” button.
    - Select the Provider by clicking on the link (blue underlined name).
  - *To Specify the Provider Number:*
    - Enter the Provider Medi-Cal #, Denti-Cal #, or SCC ID.
    - Click the “Find” button.
    - Select the Provider by clicking on the link (blue underlined name).

The screenshot shows the 'Search - Service Authorization' page. At the top is a navigation bar with links: Authorization | Provider | Formulary | Procedure Code | Administration | Reports. Below this is a blue header with the text 'Search - Service Authorization'. The main content area has three sections: 'BY CLIENT', 'BY PROVIDER', and 'BY SAR NUMBER'. The 'BY PROVIDER' section is selected. It contains three radio buttons: 'Hospital / Medical Provider' (selected), 'Special Care Centers', and 'Dental Provider'. Below these are fields for 'Provider Name', 'Service Begin Date' (with day, month, and year dropdowns), and 'SAR Status' (a dropdown menu). To the right of these are fields for 'Provider ID' (containing 'fs4901445') and 'Service End Date' (with day, month, and year dropdowns). A red 'find' button is next to the 'Provider ID' field. A yellow box with the number '2.' points to the 'BY PROVIDER' radio button. A yellow box with the number '3.' points to the 'Hospital / Medical Provider' radio button. A yellow box with the number '4.' points to the 'find' button. A red circle highlights the 'find' button. At the bottom of the 'BY PROVIDER' section are 'Search' and 'Clear' buttons. The 'BY SAR NUMBER' section has a 'SAR Number' field and 'Search' and 'Clear' buttons.

5. Select the provider in the search results by clicking on the provider’s link.

Search Results - List of Provider Names				
Provider Name	Provider ID	Status	Address	County
<a href="#">TETZLAFF, THOMAS R MD</a>	FS4901334	Active	75 PRINGLE WAY STE 801 RENO 89502840089502-8400 NV	
1 out of 1 Matching Records				

6. You may specify other SAR search information along once a provider has been identified.

7. Click the Search Button.

Authorization | **Provider** | Formulary | Procedure Code | Administration | Reports

Search - Service Authorization

☐ BY CLIENT

CCS Number

Date of Birth

Mon

Day

Year

Client Index Number

SSN

Client Name

Gender

Select

Legal County

Select

☒ BY PROVIDER

☒ Hospital / Medical Provider☐ Special Care Centers☐ Dental Provider

Provider Name

TETZLAFF, THOMAS R MD

find

Provider ID

FS4901334

find

Service Begin Date

Mon

Day

Year

SAR Status

Select

Service End Date

Mon

Day

Year

☐ BY SAR NUMBER

SAR Number

Search

Clear

8. Click on the link (blue underlined SAR Number) of your selection.
9. If additional matches are supplied, view them on the next page by:  
Clicking the “Next Records” link or clicking the “Prev Records” link.’

<a href="#">Authorization</a>   <a href="#">Provider</a>   <a href="#">Formulary</a>   <a href="#">Procedure Code</a>   <a href="#">Administration</a>   <a href="#">Reports</a>					
Search Results - List of SARs for TETZLAFF, THOMAS R MD					
SAR Number	Client Name	CCS Number	SAR Status	Service Begin Date	Service End Date
<a href="#">97000000200</a>	NATHANIEL SMITH	3305032	Pending	04/01/2004	04/30/2004
<a href="#">97000000210</a>	NATHANIEL SMITH	3305032	Pending	04/01/2004	04/01/2004
1-2 out of 2 Matching Records					
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## 10. View SAR Details

<a href="#">Authorization</a>   <a href="#">Provider</a>   <a href="#">Formulary</a>   <a href="#">Procedure Code</a>   <a href="#">Administration</a>   <a href="#">Reports</a>			
<b>View SAR</b>			
FRANCISCO CARLOS CHAVEZ III, 3331366		AUTHORIZED, SAR ID 97000000680	
<a href="#">Authorize</a>	<a href="#">Deny</a>	<a href="#">Cancel</a>	<a href="#">Modify</a>
<a href="#">Extend</a>	<a href="#">Delete</a>	<a href="#">Print</a>	
<b>CLIENT INFORMATION</b>			
<b>Client Name:</b>	FRANCISCO CARLOS CHAVEZ III	<b>F/R Elig:</b>	ELIGIBLE
<b>CCS Number:</b>	3331366	<b>Med Elig Status:</b>	ELIGIBLE
<b>DOB:</b>	02/04/1984	<b>Diagnostic Only:</b>	NO
<b>CIN:</b>	97461633C5	<b>CCS Elig Status:</b>	9N CCS-MAC ONLY
<b>Gender:</b>	MALE	<b>County:</b>	KINGS
<b>Reg Status:</b>	ACTIVE	<b>Application Status:</b>	SIGNED APP
		<b>PSA Status:</b>	SIGNED
		<b>Program Begin Date:</b>	12/18/2002
		<b>Program End Date:</b>	12/18/2004
<b>PROVIDER INFORMATION</b>			
<b>Provider Name:</b>	KAISER FOUNDATION HOSP	<b>Provider Number:</b>	HSP30686F
<b>Address:</b>	10800 MAGNOLIA AVE, RIVERSIDE, CA, 92505-3000	<b>County:</b>	RIVERSIDE
<b>SAR INFORMATION</b>			
<b>SAR Number:</b>	97000000680	<b>Request Date:</b>	06/30/2004
<b>Service Begin Date:</b>	07/01/2004	<b>Service End Date:</b>	09/01/2004
<b>No Of Days:</b>	10	<b>State Funded:</b>	N
<b>EPSDT-SS:</b>	N	<b>CCS-SS:</b>	N
<b>State Approved Category:</b>			
<b>Primary Diagnosis:</b>	745.4 VENTRICULAR SEPTAL DEFECT		
<b>Secondary Diagnosis:</b>			



## 24.3 How to Search for SAR by SAR #

### Notes

1. Access SAR by clicking the “Authorization” link on the CMS Net Menu Bar.
2. On the Search-Service Authorization page, click the “By SAR Number” option.
3. Enter the SAR number.
4. Click the “Search” button.

The screenshot shows the 'Search - Service Authorization' page. At the top is a navigation bar with links: Authorization | Provider | Formulary | Procedure Code | Administration | Reports. Below this is a header 'Search - Service Authorization'. The page is divided into three main sections: 'BY CLIENT', 'BY PROVIDER', and 'BY SAR NUMBER'. The 'BY CLIENT' section has fields for CCS Number, Date of Birth (with Mon, Day, Year dropdowns), Client Name, Gender (Select dropdown), Client Index Number, SSN, and Legal County (Select dropdown). The 'BY PROVIDER' section has radio buttons for Hospital / Medical Provider, Special Care Centers, and Dental Provider. It also has fields for Name, Begin Date (with Mon, Day, Year dropdowns), SAR Status (Select dropdown), Provider ID, and Service End Date (with Mon, Day, Year dropdowns). Red 'find' buttons are next to the Name and Provider ID fields. The 'BY SAR NUMBER' section has a text field for SAR Number containing '97000000200'. A yellow box with the number '2.' points to the 'BY SAR NUMBER' section. Another yellow box with the number '3.' points to the SAR Number field. A red 'Search' button is circled, and a red 'Clear' button is next to it.

Eleven numbers must be entered for **SAR Number**. Partial searches are not allowed.

## 5. View SAR Details

Authorization	Provider	Formulary	Procedure Code	Administration	Reports		
NATHANIEL SMITH, 3305032			Authorized, SAR ID 97000000200				
Authorize	Deny	Cancel	Modify	Extend	Delete	Print	
<b>CLIENT INFORMATION</b>							
Client Name:	NATHANIEL SMITH	F/R Elig:	ELIGIBLE	Reg Status:	ACTIVE		
CCS Number:	3305032	Med Elig Status:	ELIGIBLE	Application Status:	SIGNED APP		
DOB:	11/12/1997	Diagnostic Only:	No	PSA Status:	SIGNED		
CIN:	97641843D8	CCS Elig Status:	9K CCS	Program Begin Date:	01/01/2004		
Gender:	Male	County:	Placer	Program End Date:	12/31/2004		
<b>PROVIDER INFORMATION</b>							
Provider Name:	TETZLAFF, THOMAS R MD			Provider Number:	FS4901334		
Address:	75 PRINGLE WAY, STE 801, RENO, NV, 89502-8400			County:	null		
<b>SAR INFORMATION</b>							
SAR Number:	97000000200	Request Date:	04/08/2004				
Service Begin Date:	04/01/2004	Service End Date:	04/30/2004				
No Of Days:	29	State Funded:	No				
EPSDT-SS:	Yes	CCS-SS:	No				
Category:	Incontinent Supplies for Children Under Five	State Approved					
<b>SERVICE REQUEST AUTHORIZATION</b>							
Service Code	Modifier	Alternate Code	Service Description	Alternate Description	Units	Quantity	Amount
33310			EXPLORATORY HEART SURGERY		1.0		
01			PHYSICIAN		1.0		
<b>AUTHORIZATION DETAILS</b>							
Date:	06/24/2004	Authorized By:	MCCARLEY, TRACI	Reporting Category:	TREATMENT		
Special Instructions:							
<b>DENIAL DETAILS</b>							
Date:		Denied By:		Effective Date:			
Denial Reason:							
<b>CANCELLATION DETAILS</b>							
Date:		Canceled By:					
Cancellation Reason:							
<b>EXTENSION DETAILS</b>							
Date:		Extended By:		Extended SAR No:			
<b>OTHER DETAILS</b>							
Last Update Date:	06/24/2004	Last Update By:	MCCARLEY, TRACI				